

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a Temporary Additional Duty Event in SDA II. This event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and Data Entry
- Orders transaction
- Completed School/Earned Qualification Code transaction
- Change BAS or Career Sea Pay due to TAD transaction (PMIS/JUMPS effect and if corrections and deletions are allowed)
- Family Separation Allowance transaction

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section The following topics will be discussed in this section:

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Completed School/Earned Qualification Code Transaction	6-A-3
Change BAS or Career Sea Pay Due to TAD Transaction	6-A-6
How PMIS/JUMPS is effected by the Change BAS or Career Sea Pay Due to TAD transaction	6-A-12
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Family Separation Allowance Transaction	6-A-12

Temporary Additional Duty (TAD)

Purpose This event allows the PERSRU to create TAD transactions on a member. This event should not be used for departing a member PCS.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations, Chapter 4
- f. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- g. Training and Education Manual, COMDTINST M1500.10 (series)

Fast Path ID and Data Entry Enter “TAD” for Fast Path ID or press “ABA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen should come up:

Temporary Additional Duty Transactions (Screen 1 of 1)		
000-00-0000	SABM	DOE, JOHN
Stat	Options	Transactions
N		Orders
N		Completed School/Earned Qualification Code CGHRMS
N		Change BAS or Career Sea Pay due to TAD
N		Family Separation Allowance
N		Leave Authorization - Disabled by SDA II
_____		Enlistment Remaining: 10 months. Need more obligated time?

Listed below are the transactions that can be done in the Temporary Additional Duty (TAD) Event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Orders? (CG-5131)	Optional	This transaction normally is not completed by the PERSRU. The local unit will normally produce the TAD orders on a member.
Completed School/Earned Qualification Code (P341 and/or P555)	Optional	This transaction is used when a qualification code, school code, or advancement is done on a member who completed TAD.

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